

Ana A. Núñez Velázquez
aanunez@live.com

Performance/Skills

- Attend all simple or major duties in front desk using the necessary office equipment **(Secretary/Receptionist I)**
- Identifies and Resolves problems in an opportune manner and improve alternative solutions **(Receptionist, Elector Functionary Coordinator, Cashier, Teller, Social Services Technician and Teacher)**
- Promotions, publicity, Make contact persons, Instantly sales products and Continue offer other company services **(Promoter, Advertiser, Consultant and Sales Associate)**
- Attend customers, collect the amount due, Do In/Out shift report **(Cashier/Teller)**
- Economics and Social Evaluations for the Medicaid Eligibility Applicants Citizens **(Social Services Technician)**
- Technical Trainer and Coach Support, Evaluate the learning and knowledge and Assesses own strengths and weakness **(Social Services Technician, Teacher and Secretary)**
- Demonstrates knowledge of Labor Regulations, Observes safety and security procedures, Reports labor incidents and Maintains confidentiality **(Social Services Technician, Teacher, Elector Functionary Coordinator, Cashier/Teller, Promoter, and Secretary)**
- Place in order and work plans activities, perform productivity standards, Precision and Diligence ensure quality and Found sets challenges with good resourcefulness **(Social Services Technician, Teacher, Elector Functionary Coordinator, Cashier/Teller and Secretary)**

Experience

- Puerto Rico State Elector Commission, San Juan PR (787) 777-8682
- Carico International, San Juan PR (787) 607-3546
- American Gas Station, Aguadilla and Isabela PR (787) 794-4823
- Health Department of Puerto Rico, Aguadilla PR (787) 882-2530
- Puerto Rico Department of Education, Aguadilla PR (787) 891-0400

Education

- Science Bachelor Degree approved on May 1990, Inter American University

Most Interest

- An equal opportunity employment with a laborious group that provide great goals and achievement and obtain a good remuneration that can help me in my personal or professional support